



CITY OF LONG BEACH

LONG BEACH FIRE DEPARTMENT

CLERK TYPIST II (Classified) **Salary Range: \$12.22 - \$16.58 Per Hour**

The Fire Department is seeking a permanent, full time Clerk Typist II to provide clerical support for the Fire Prevention Bureau.

In addition to general clerical responsibilities, the individual selected will perform data processing and record keeping duties. Ability to deal with the public and possess good communication skills, both oral and written, is essential in the performance of the position.

Qualifications:

- High level of proficiency with word processing (Word), spreadsheets (Excel), and Access;
- Experience with Production/IMS desirable
- Ability to deal effectively with the general public, both in person and by telephone;
- Strong written and verbal communications skills;
- Ability to work independently and manage multiple projects and priorities with minimum supervision;
- Ability to maintain professional conduct under pressure;
- Possess excellent work habits;
- Strong interpersonal skills and the ability to deal effectively with different types of personalities at all levels of the organization;
- Ability to interpret and apply departmental policies and procedures;
- Ability to work in a fast paced environment;
- Ability to perform other duties as required.

Duties include:

- Typing, editing and proofing of letters and documents;
- Composing routine memos and correspondence;
- Receiving office phone calls and taking concise messages;
- Maintaining records and files;
- Customer Service for Fire Prevention Counter.

This recruitment is open to current classified Clerk Typists and qualified individuals on the Civil Service Eligibility list. To apply, submit a letter of interest, resume, and three references no later than 4:30 pm, January 21, 2005 to:

Scott Giles, Fire Marshall
Long Beach Fire Department
925 Harbor Plaza, Suite 100
Long Beach, CA 90802

Eligible applicants demonstrating the greatest potential will be invited to an oral interview shortly after the close of filing.

If you require an accommodation because of disability, please make your request when submitting your resume or call (562) 570-2585.